



DHS-INTERNAL AUDIT SPECIALIST

Characteristics of Work

This is advanced-level professional auditing work which includes evaluating internal controls to determine the reliability of reported results and to ensure that county welfare offices have complied with pertinent state and federal guidelines regarding the provision of services to clients. Incumbents are responsible for supervision of on-site audit programs as well as conducting audits independently; analyzing accounting systems and financial records; and preparing comprehensive audit reports which explain irregularities, cite rules, and regulations violated and recommend remedial actions. Supervision is exercised over DHS-Program Audit Analysts and DHS-Program Audit Associates assigned to the same audit program procedure, while supervision is received from a DHS-Internal Audit Supervisor.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Researches past audit reports and records on units to be audited to prepare a comprehensive auditing procedure.

Conducts preaudit conference with auditee unit officials to outline areas of coverage, solicit cooperation, and discuss pertinent procedures, systems, or regulations.

Examines county offices' payroll and financial records to determine accounting procedures are in compliance with specific applicable guidelines and required (general accounting office) standards.

Inspects furniture and equipment to ensure that records and physical inventory agree.

Audits county welfare offices' child support, food assistance, and social services records to evaluate the effectiveness of internal controls and the county offices' compliance with pertinent state and federal guidelines.

Writes draft of final audit report and opinions indicating findings and recommendations for review by agency Audit Committee.

Confers with auditee unit officials to discuss interim findings of audit and recommendations regarding necessary remedial action(s).

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Schedules and prepares for audits and evaluations.
2. Reviews operations of auditees, service providers, and/or sub-grantees and evaluates compliance with contract specifications and federal and state regulations and policies.

3. Prepares audit/monitoring, management, and fiscal reports.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in accounting, business administration, or a related field including a minimum of fifteen (15) semester hours in accounting,

AND

Experience:

One (1) year of experience in work related to the above-described duties;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in accounting, business administration, or a related field including a minimum of fifteen (15) semester hours in accounting,

AND

Experience:

Two (2) years of experience in work related to the above-described duties.

Required Document: Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required coursework.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.